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MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT : Proposed Agency Handbook, "Processing Out Procedures"

REFERENCE : Management Staff Memorandum to Deputy Director (Support), dated 18 February 1957, subject, "Survey of Procedures for Deprocessing Separating Agency Employees"

1. The attached handbook (Tab A), proposed by the Office of Personnel contains defects in terminology and format but most important, it ignores or specifically rejects many of the recommendations in the Management Staff study on the deprocessing of separating employees. The Management Staff's study had the concurrence of the Office of Personnel and was approved by the Deputy Director (Support) on 6 March 1957. It should be noted that the proposed handbook was written without participation by the Office of Legislation, Office of the Comptroller or other interested Offices, contrary to approved recommendations in the above-referenced Management Staff study.

2. Although the handbook as proposed by Personnel would eliminate some of the problems, it does not contain all the step-by-step procedures and controls which are necessary to insure that a separating employee concludes all his business with the Agency prior to the date of separation. I agree with the Director of Personnel that detailed procedures to be followed by each component should not be included in the Agency handbook, but I do not agree that the handbook should be so general that it perpetuates rather than eliminates the problem.

3. Specific comments are contained in Tab B. I concur in the proposed handbook.

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[Redacted]

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Chief, Management Staff

Attachments:

- Tab A - Proposed Handbook, "Processing Out Procedures"  
Tab B - Management Staff Comments re Proposed Handbook